

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**  
**AMENDED**

**POSTING NUMBER:** HR-0160

**ISSUE DATE:** December 3, 2013

**TITLE:** Secretarial Assistant 3 (Non-Steno)

**CLOSING DATE:** December 31, 2013

**DIVISION/UNIT:** Division of Local Government Services

**LOCATION:** 101 South Broad Street, Trenton, NJ  
08625

**SALARY RANGE:** A15: \$38,778.60 - \$54,460.47

**POSITION(S):** 1

**DISTRIBUTION:** STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:** Organizes assigned secretarial and administrative clerical work and develops effective work methods. Types correspondence, reports and recommendations of a confidential nature. Reviews, sorts, and routes incoming correspondence. Personally prepares letters on routine matters which may or may not be reviewed or signed by the supervisor. Obtains pertinent materials from the files and from other sources and puts it into usable form for the review and use of the supervisor. Acts to relieve the supervisor of detail by providing information to those requesting it including division personnel, representatives of state, local, and other groups, organizations, agencies, and to the general public in accord with established policy. May interview callers at the office. Maintains a schedule of appointments and the daily engagement calendar of the supervisor. Prepares agenda of meetings and types and/or supervises the typing of meeting minutes from notes or recording equipment. Make necessary arrangements for speaking engagements, travel arrangements, and for hearings, conferences, and meetings. Maintains mailing lists and makes revisions. Prepares statistical and other reports. Maintains confidential personal correspondence and fiscal and other records and files including a follow-up file.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS**

**EXPERIENCE:** Three (3) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

---

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0160  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be e-mailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

NOTE: In accordance with the New Jersey First Act, P.L. 2011, c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

---

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**